

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 36-1001

AIR FORCE MATERIEL COMMAND

Supplement 1

30 JANUARY 1998

Personnel

**MANAGING THE CIVILIAN PERFORMANCE
PROGRAM**

NOTICE: This publication is available digitally on the HQ AFMC WWW site at: <http://afmc.wpafb.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

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This supplement and AFI 36-1001 explain how to manage the Air Force program to evaluate performance of civilian employees and integrate performance with pay and recognition. It applies to all AFMC units and employees as defined in 5 CFR 430.202(a)(2). This supplement does not apply to the Air National Guard or US Air Force Reserve units and members

AFI 36-1001, 1 June 1996, is supplemented as follows:

1.9.3. Exceptions are submitted to HQ AFMC/DPC for approval and must be received to allow at least 30 days in advance of the desired approval date.

3.5. MAJCOM Incentive Awards Committee will be established by HQ AFMC/DPC. Membership will be reviewed annually and adjustments made as necessary.

3.6.3. (Added) Installation Awards Monitor. Each civilian personnel flight (CPF) will designate an awards monitor. The awards monitor is responsible for informing managers in the servicing area on award authorities available to them under this supplement. The awards monitor will serve as liaison between the managers serviced and parties outside the serviced area to whom nominations are forwarded. The awards monitor will ensure that all nominations submitted for higher level consideration are complete, meet the criteria for the award, are prepared to an acceptable level of quality to the receiver of the nomination and are submitted in a timely manner.

4.5. Note: When sending the Productivity Cash Incentive Program request to HQ USAF/DPC for approval, provide a courtesy copy to HQ AFMC/DPC.

5.3.1. Local procedures should be developed to track the number of hours awarded during the year to ensure that individuals do not exceed the maximum.

6.4. Honorary award recommendations requiring review or approval at MAJCOM or higher will be submitted on AFMC Form 384, **Award Recommendation Transmittal**, through local incentive award channels to HQ AFMC/DPC. Before submitting an award for MAJCOM approval, initiator will review

Personnel Information Files (PIFs)/official civilian records for negative quality force indicators on personnel they are recommending for award of a decoration and will sign a statement verifying that the review has been completed. The nomination recommendation will include a cover memo which states "The initiator of the proposed civilian award, (name and office symbol), verifies that the official records of (name of nominee), during the inclusive dates of the (name of proposed award), do not contain any disciplinary or adverse action information, or action is not pending, that reflects unfavorably on the exemplary performance deserving recognition." Recommend supervisors maintain documentation (signature approval and narrative) indefinitely in the Employee Personal Folder (EPF) for the Exemplary Civilian Service Award, Meritorious Civilian Service Award, and the Decoration for Exceptional Civilian Service Award. When submitting honorary award nominations for MAJCOM approval or recommendation for higher approval level, include a copy of previously approved award to ensure there is no duplication in the justification and the award time frames do not overlap. When preparing honorary award packages, refer to the Civilian Honorary Award Quality Check List on the World Wide Web at: www.afmc.wpafb.af.mil/HQ-AFMC/DP/dpc/civappr

6.4.3. (Added) Nomination Deadlines . Any nomination submission that does not comply with the nomination submission limits set for each award as described in Table 6.1., Air Force Honorary Awards, must be accompanied by a letter of justification explaining why the nomination is untimely and should be processed.

6.4.4. (Added) Award Engraving. Engraving awards is at the option of each installation. Sufficient stocks of award elements should be maintained at each installation.

6.6. Criteria and instructions for awards and nomination procedures are provided to AFMC award monitors on the World Wide Webb. Refer to Civilian Award Solicitation Schedule and Award Criteria at: www.afmc.wpafb.af.mil/HQ-AFMC/DP/dpc/civappr

6.7. HQ AFMC/DPC provides the dates when each award nomination is due to MAJCOM. It is not necessary to wait for the official "call" to start local solicitation for these award nominations. The dates are available on the World Wide Webb. Refer to Civilian Award Solicitation Schedule and Award Criteria at: www.afmc.wpafb.af.mil/HQ-AFMC/DP/dpc/civappr

6.10. The following stock numbers are provided for your convenience. Air Force Outstanding Unit Award (AFOUA), 8455-00-891-8529 and Air Force Organizational Excellence Award (AFOEA), 8455-00-488-5513.

6.11. Special Command Trophies and Awards. Special installation trophies and awards designed to recognize quality and productivity improvements are encouraged. Copies of installation award program instructions should be forwarded to HQ AFMC/DPC so that unique programs may be shared with other AFMC installations.

6.11.1. Proposals to present a special command trophy or award to a nationally prominent person serving as an expert or consultant should be sent to HQ AFMC/DPC giving sufficient time for review of the proposal.

6.12. HQ AFMC/DPC will acquire an ATLAS query quarterly for preparing the 40 and 50 year length of service certificates. Employees requesting a length of service certificate reflecting combined military and civilian time should be submitted to HQ AFMC/DPC in the form of a memo. The employees' service computation date and creditable federal service should be verified by the requesting installation. Letters of appreciation may be accomplished at installation level for those employees reaching 40 years of service.

6.13. For retiring AFMC Senior Executive Service (SES), senior level (SL), scientific and professional (ST) personnel, and personnel in the grade of GM/GS-15, a letter of appreciation (prepared by employee's supervisor) will be signed by the AFMC Commander or Vice Commander. The letter will reflect significant accomplishments of the retiree. A minimum of 30 days must be allowed for headquarters to staff the letter of appreciation and for return to the installation for presentation (attachment 4).

6.14. (Added) Recognition Certificate Folder. AFMC Form 217, **Recognition Certificate Folder (White Paperback)**, may be used to hold letters and certificates of awards/recognition for presentation.

6.15. (Added) Installation Supplements. HQ AFMC encourages each installation to develop internal procedures that provide a quality program for employee, team, and unit recognition. Copies of all installation supplements to AFI 36-1001 should be forwarded to HQ AFMC/DPC so that unique ideas may be shared with other AFMC installations.

Attachment 1 SAMPLE AFMC FORM 384 AND CITATION (ECSA)

AWARD RECOMMENDATION TRANSMITTAL (THIS FORM MUST BE TYPED)				DATE 7 Feb 97
1. NAME OF AWARD RECOMMENDED EXCEPTIONAL CIVILIAN SERVICE AWARD 1 Jan 94-1 Jan 97			2. IF GROUP AWARD, PREPARE THIS FORM FOR EACH EMPLOYEE AND CHECK BOX: <input type="checkbox"/>	
3. EMPLOYEE RECOMMENDED a NAME (Last, First, Middle Initial) SAMPLE, IAMA b SSN 000-00-0000			4. PRESENT POSITION, TITLE, GRADE, STEP AND SALARY Executive Assistant GM301-15, Step 00 \$74,000	
5. PREVIOUS RECOGNITION AND DATES (Not applicable Achievement Awards. For awards outside the approval authority of the installation, show recognition for the last 3 years. For Meritorious Civilian Service and Decoration for Exceptional Civilian Service Awards, show all previous recognition.) All previous awards (such as Exemplary Civilian Service Award, Meritorious Civilian Service Award, and Decoration for Exceptional Civilian Service Award)			6. BENEFITS DATA (If other than item 4) As applicable	
			7. BENEFITS DATA IF APPROPRIATE a INTANGIBLE CATEGORY <input type="checkbox"/> YES <input type="checkbox"/> NO b TANGIBLE BENEFITS NAME, TITLE Org, Office Symbol Base, DSN	
ACTION ON RECOMMENDATION				
(See AFI 36-1001 for approval authority. Disapproved recommendations must be accompanied by an explanation. In the Amount or Percent Columns, show either the total amount or percent recommended or approved at each level. In the Cumulative Approved Payable Amount Column, show the total cumulative amount approved to date.)				
ACTION	AMOUNT	PERCENT	DATE	AUTHORIZING OFFICIAL (Type Name/Title)
<input type="checkbox"/> APPROVED			19 Feb 97	2 Ltr Signature/Level Name/Title
<input type="checkbox"/> DISAPPROVED				
<input checked="" type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED			25 Feb 97	Installation Commander
<input type="checkbox"/> DISAPPROVED				
<input checked="" type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED			10 Mar 97	AFMOC/Co CV
<input type="checkbox"/> DISAPPROVED				
<input checked="" type="checkbox"/> RECOMMEND				
<input checked="" type="checkbox"/> APPROVED			15 Jun 97	SAF
<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				
NOTICE TO EMPLOYEE				
Upon acceptance of cash awards, the use of this contribution by the United States shall not form the basis of a further claim of any nature upon the United States by you, your heirs or assigns.				

**CITATION
TO ACCOMPANY THE
EXCEPTIONAL CIVILIAN SERVICE AWARD
TO
NAME**

In recognition of his/her outstanding performance as Executive Assistant, Office of the Commander, Warner Robins Air Logistics Center, Robins Air Force Base, Georgia, from January 1994 to January 1997. Mr./Ms. Employee distinguished himself/herself through continuous exemplary managerial accomplishments. He/she provided outstanding advisory assistance to the Center Commander in the development and application of administrative and operational policies, methods, and procedures; program and budgetary planning; surveillance of operations covering activities of the center, management of daily activities of the Small Staff offices; and providing liaison with community and legislative offices. The professionalism, dedication, and tireless effort have generated respect, admiration, and loyalty from his/her associates and reflect the highest credit upon himself/herself and the United States Air Force.

Attachment 2 SAMPLE AFMC FORM 384 AND CITATION (MCSA)

AWARD RECOMMENDATION TRANSMITTAL (THIS FORM MUST BE TYPED)				DATE 7 Apr 97
1. NAME OF AWARD RECOMMENDED MERITORIOUS CIVILIAN SERVICE AWARD 1 Jul 94-1 Mar 97			2. IF GROUP AWARD, PREPARE THIS FORM FOR EACH EMPLOYEE AND CHECK BOX	
3. EMPLOYEE RECOMMENDED a. NAME (Last, First, Middle Initial) SAMPLE, IAMA b. SSN 000-00-0000			4. PRESENT POSITION, TITLE, GRADE, STEP AND SALARY Equal Employment and Staffing Specialist GM301-13, Step 10 \$68,500	
5. PREVIOUS RECOGNITION AND DATES (Not applicable Achievement Awards. For awards outside the approval authority of the installation, show recognition for the last 3 years. For Meritorious Civilian Service and Decoration for Exceptional Civilian Service Awards, show all previous recognition.) All previous awards (such as Exemplary Civilian Service Award, Meritorious Civilian Service Award, and Decoration for Exceptional Civilian Service Award)			<div style="border: 1px solid black; padding: 2px;"> As applicable </div>	
			7. BENEFITS DATA IF APPROPRIATE a. INTANGIBLE CATEGORY <input type="checkbox"/> YES <input type="checkbox"/> NO b. TANGIBLE BENEFITS <div style="border: 1px solid black; padding: 2px;"> NAME, TITLE Org. Office Symbol Base, DSN </div>	
ACTION ON RECOMMENDATION				
(See AFI 36-1001 for approval authority. Disapproved recommendations must be accompanied by an explanation. In the Amount or Percent Columns, show either the total amount or percent recommended or approved at each level. In the Cumulative Approved Payable Amount Column, show the total cumulative amount approved to date.)				
ACTION	AMOUNT	PERCENT	DATE	AUTHORIZING OFFICIAL (Type Name and Title)
<input type="checkbox"/> APPROVED			19 Feb 97	2 Ltr Signature/Lead Name, Title
<input type="checkbox"/> DISAPPROVED				
<input checked="" type="checkbox"/> RECOMMEND			25 Feb 97	Installation Commander
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED			10 Mar 97	AFMCCor CV
<input checked="" type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				
NOTICE TO EMPLOYEE				
Upon acceptance of cash award, the use of this contribution by the United States shall not form the basis of a further demand any nature upon the United States by you, your heirs or assigns.				

**CITATION
TO ACCOMPANY THE
MERITORIOUS CIVILIAN SERVICE AWARD
TO
NAME**

In recognition of distinguished performance as Attorney-Advisor, Environmental Law Division, Directorate of General Law, Office of the Staff Judge Advocate, Headquarters Air Force Materiel Command, Wright Patterson Air Force Base, Ohio, from July 1994 to March 1997. Mr./Ms. Employee has been instrumental in providing superlative environmental legal support to the Air Force mission. Through his/her efforts in developing the first of its kind Air Force Materiel Command Environmental Release Reporting Guide, Mr./Ms. Employee played a major role in assisting the Air Force Materiel Command environmental attorneys. This enabled them to serve their clients by providing practical hands-on environmental legal advice not only as issues arise, but also by identifying potential problems before they occur. The distinctive accomplishments of Mr./Ms. Employee reflect the highest credit upon himself/herself and the United States Air Force.

Attachment 3 SAMPLE AFMC FORM 384 (OCCSA)

AWARD RECOMMENDATION TRANSMITTAL (THIS FORM MUST BE TYPED)				DATE 7 Apr 97
1. NAME OF AWARD RECOMMENDED OUTSTANDING CIVILIAN SERVICE AWARD 21 Jul 65-2 Jan 98			2. IF GROUP AWARD, PREPARE THIS FORM FOR EACH EMPLOYEE AND CHECK BOX.	
3. EMPLOYEE RECOMMENDED a NAME (Last, First, Middle Initial) SAMPLE, IAMA			4. PRESENT POSITION TITLE, GRADE, STEP AND SALARY Industrial Engineer GS-0896-12, Step 05 \$49,500	
b SSN 000-00-0000			5. PRESENT POSITION TITLE, GRADE, STEP AND SALARY Industrial Engineer GS-0896-12, Step 05 \$49,500	
5. PREVIOUS RECOGNITION AND DATES (Not applicable Achievement Award. For awards outside the approval authority of the installation, show recognition for the last 3 years. For Meritorious Civilian Service and Decoration for Exceptional Civilian Service Award, show all previous recognition.) All previous awards (such as Exemplary Civilian Service Award, Meritorious Civilian Service Award, and Decoration for Exceptional Civilian Service Award)			6. PREVIOUS RECOGNITION AND DATES (Not applicable Achievement Award. For awards outside the approval authority of the installation, show recognition for the last 3 years. For Meritorious Civilian Service and Decoration for Exceptional Civilian Service Award, show all previous recognition.) As applicable	
7. BENEFITS DATA IF APPROPRIATE			7. BENEFITS DATA IF APPROPRIATE	
a INTANGIBLE CATEGORY			a INTANGIBLE CATEGORY	
b TANGIBLE BENEFITS			b TANGIBLE BENEFITS	
c SIGNATURE AND TITLE			c SIGNATURE AND TITLE	
NAME, TITLE			NAME, TITLE	
Org, Office Symbol			Org, Office Symbol	
Base, DSN			Base, DSN	
ACTION ON RECOMMENDATION				
(See AFI 36-1001 for approval authority. Disapproved recommendations must be accompanied by an explanation. In the Amount or Percent Columns, show either the total amount or percent recommended or approved at each level. In the Cumulative Approved Payable Amount Column, show the total cumulative amount approved to date.)				
ACTION	AMOUNT	PERCENT	DATE	AUTHORIZING OFFICIAL (Type Name/Title)
<input type="checkbox"/> APPROVED			19 Feb 97	2 Ltr Signature/Level Name/Title
<input type="checkbox"/> DISAPPROVED				
<input checked="" type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED			25 Feb 97	Installation Commander
<input type="checkbox"/> DISAPPROVED				
<input checked="" type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				
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<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				
<input type="checkbox"/> APPROVED				
<input type="checkbox"/> DISAPPROVED				
<input type="checkbox"/> RECOMMEND				
NOTICE TO EMPLOYEE				
Upon acceptance of cash award, the use of this contribution by the United States shall not form the basis of a further claim of any nature upon the United States by you, your heirs or assigns.				

Attachment 4 SAMPLE LETTER OF APPRECIATION (RETIREMENT)

Mr. I. M. Retiring
Deputy Chief, xxxx Division
Directorate of xxxxx
xxxx Air Logistics Center
xxx Air Force Base, xxx 80006-5000

Dear Mr. Retiring

Your retirement brings to a close a long and distinguished career with the United States Government spanning over 35 years of civilian service with the United States Air Force. On this occasion, I join your many friends and associates in expressing my deep appreciation for your dedicated service to our Nation.

The logistic and technical support that you have provided the F-x weapon system has been extraordinary. The professionalism you exhibited in representing the command in dealings with the four European F-x consortium countries of Belgium, Denmark, the Netherlands, and Norway, along with F-x foreign military sales customers from Egypt, Israel, Korea, Pakistan, and Venezuela, has been a credit to this nation. In short, your leadership has been largely responsible for the success the Air Force Materiel Command has enjoyed with the F-x program.

In addition to your exceptional service to the F-x program, you have greatly enhanced support to many other areas of the Air Force mission during your career. The F-x System Program Management and the Acquisition Division at xxxx Air Logistics Center are better for having had the benefit of your expertise and leadership. Earlier, such programs as BOMARC and the Emergency Rocket Communications System provided challenges that you handled so professionally.

We also salute your years of community service, as evidenced by the countless hours spent with Little League, the Boy Scouts of America, veterans' activities and your favorite role of Santa Claus to the crippled and handicapped throughout the State of xxx. These selfless efforts have been of immeasurable benefit to the community and have played a major role in the development of excellent community relations with the Air Force.

Ivan, as you and Jill travel down yet another path, my wishes for good health and continued success travel with you. You deserve no less than you have given your career, your government, your family, and your community--the very best.

Sincerely

(AFMC/CC signature block)

STEVE N SMITH
Director, Personnel